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Teresa Kyu Li <teresa.kyu.li@lacity.org>

Foreign Account Access for Upcoming State Grant Receipt

Michelle Le <Michelle.Le@lacity.org> Thu, Nov 5, 2020 at 1:25 PM
To: Elyse Matson <Elyse.Matson@lacity.org>
Cc: Teresa Kyu Li <teresa.kyu.li@lacity.org>, Meg Barclay <meg.barclay@lacity.org>, Frieda Huang <frieda.huang@lacity.org>, Minyeong Chen <minyeong.chen@lacity.org>

Hi Elyse,

To summarize our phone conversation, it's okay to include the Controller instruction below in the report for HCID to access appropriation accounts starting with "10TXXX" for the State Project Homekey Program fund. After Council approval, please work with the FMS Security Team, headed by Ricardo Reyes, to set up the FMS workflow for HCID personnel.

RON GALPERIN
LA CONTROLLER

Michelle Le
Office of the Controller I Funds & Appropriation
Phone: (213) 978-7295

On Mon, Nov 2, 2020 at 10:17 AM Elyse Matson <Elyse.Matson@lacity.org> wrote:

> Hi Teresa, see below and attached. A previously approved CAO report set up the Special fund.
>
> 1. APPROPRIATE up to $8,349,000 in the Department 10 Special Fund “State Homekey Program Operating Subsidy” in the amounts detailed in Attachment 1 upon receipt of the funds from the State, to be dispersed to the City from the Housing Authority of the City of Los Angeles, to fund the LAHSA contracts for in the amounts detailed in Attachment 1;
>
> 2. AUTHORIZE Controller to grant the Housing and Community Investment Department access to the State Homekey Program Operating Subsidy Department 10 Special Fund in order to make transfers to LAHSA for the contracts for services in the amounts detailed in Attachment 1;
>
> Elyse Matson
> Office of the City Administrative Officer
> 200 N. Main St., 15th Floor
> (213) 473-7460
> email: elyse.matson@lacity.org
>
> On Mon, Nov 2, 2020 at 10:00 AM Teresa Kyu Li <teresa.kyu.li@lacity.org> wrote:
>> Can you forward me the controller instructions of the appropriation line item setup and transfer from your report? Thank you.
>>
>> Teresa
>>
>> On Mon, Nov 2, 2020 at 9:51 AM Elyse Matson <Elyse.Matson@lacity.org> wrote:
>>> Thanks Teresa, we just want them to be able to set up appropriations and make transfers - not sure if that is different than making them the fund administrator. I'm wondering if my draft instruction would suffice for this rather than writing a separate memo to the Controller. Or can an email suffice?
>>>
>>> Elyse Matson
>>> Office of the City Administrative Officer
>>> 200 N. Main St., 15th Floor

(213) 473-7460
email: elyse.matson@lacity.org

On Mon, Nov 2, 2020 at 9:47 AM Teresa Kyu Li <teresa.kyu.li@lacity.org> wrote:

HI Elyse,

Appropriation budget line items require Council approval. To add HCIDLA as fund administrator is different from giving HCIDLA foreign department user access. Min, feel free to add any comment if needed. Thank you.

RON GALPERIN
LA CONTROLLER

Teresa Kyu-Li | Pr Accountant
Office of the Controller | Funds & Appropriation
(213) 978-0126
teresa.kyu.li@lacity.org

On Mon, Nov 2, 2020 at 8:00 AM Elyse Matson <Elyse.Matson@lacity.org> wrote:

Good morning! Following up on this.

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org

On Thu, Oct 29, 2020 at 4:28 PM Elyse Matson <Elyse.Matson@lacity.org> wrote:

Hi Michelle and Teresa,

We are going to be receiving funds from the State Project Homekey Program for funds that will ultimately go to LAHSA. Council recently adopted recommendations to set up a Department 10 special fund to receive the funds. We want to give HCID foreign department access to this special fund so that they can set up appropriations and expend directly from the fund.

Instead of writing a separate memo to the Controller for this, would it be acceptable to write a recommendation in the report to authorize HCID access to the fund? I'm thinking something like this:

AUTHORIZE the Controller to grant the Housing and Community Investment Department access to the State Homekey Program Operating Subsidy Department 10 special fund to set up appropriations and make transfers to LAHSA for the contracts for services detailed in Attachment X;

Please let me know if this works in lieu of a separate memo to the Controller - Thanks!!

Elyse Matson
Office of the City Administrative Officer
200 N. Main St., 15th Floor
(213) 473-7460
email: elyse.matson@lacity.org